

February 2008 Schedule (Revised Feb 21, 2008)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Jan Month-end Estimate Normal DW refresh	2 Normal DW refresh
3	4 Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 GL: Final Close February 2008 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh
10	11 LABOR: PP02 Normal DW refresh	12 LABOR: PP02 SURCHARGES Feb Month-end Estimate SURCHARGES Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh
17	HOLIDAY 18 Normal DW refresh	19 GL: Update AR Trial Table Normal DW refresh	20 Normal DW refresh	21 LABOR: FEB NOAA CORPS SURCHARGES Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh
24	25 LABOR: PP03 Normal DW refresh	26 LABOR: PP03 SURCHARGES CA O/U Reversal - Part C Normal DW refresh	27 LABOR: FEB NOAA CORPS SURCHARGES SLTs SLTs to be approved for Feb are due to FMB by 4:00 pm ET Normal DW refresh	28 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the "Tier ONE" closing DISBURSEMENTS: Last run for Feb Normal DW refresh	29 CFS G/L MONTH-END PRELIM CLOSING 6:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 AM ET Close Tier 2 Normal DW refresh	

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **February 2008 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

8:00 AM ET: "Tier ONE" may begin working on March 2008 transactions.

TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **February 2008 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 6:00 AM ET on Friday February 29, 2008
- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger
 - These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.

"Tier TWO," should **NOT** enter ANY transactions while February 2008 is still open. **ONLY after February 2008** is closed may "Tier TWO" modules mentioned above begin working on March 2008 transactions.